

SENIOR PROGRAMMER ANALYST (SUPERVISOR)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: April 10 – 13, 2001

Collective Bargaining Identification: R01

Job Analysis Conducted By: Mary Sue Bautista, Staff Services Manager I
Migdalia Siaca, Staff Services Analyst

Number of Incumbents: Per Department of Corrections Filled/Vacant Position
Report dated February 28, 2001 there are ten incumbents in
this classification.

Subject Matter Expert(s):

Melinda Gibson	Data Processing Manager III, CDC-Information Systems Division
Leisa Rackelmann	Supervising Senior Programmer Analyst, CDC-Information Systems Division
Heide Trimarchi	Supervising Senior Programmer Analyst, CDC

The above subject matter experts remained the same during the entire job analysis process.

Note – The State Personnel Board approved revisions to the class specifications on April 26, 2001, which was after this job analysis was conducted. The revisions brought about changes to the minimum qualifications and outdated language used throughout this class specification. We met with the above subject matter experts on May 23, 2001 to review how the changes to the knowledge, skills, and abilities affected this job analysis. The review indicated that the changes did not affect the job analysis.

INFORMATION GATHERING
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The initial list of task statements and the initial list of knowledge, skills, and abilities statements were identified after conducting a literature review which consisted of the:

- Exam history file,
 - Personnel Operations Analyst,
 - Department of Personnel Administration website*,
 - State Personnel Board job specification, and
 - Various job-opportunity bulletins throughout the Department and other State offices.
- * The Department of Personnel Administration (DPA) developed new allocation/leveling factors for the information technology classes. These factors were developed as a result of a study conducted in 1999. The results of the study were available in DPA's website. As part of the study, a list of tasks and knowledges, skills and abilities (KSAs) were identified for the information technology field.